



Board of Directors Meeting Minutes
32-851 Desert Moon Drive, Conference Room
November 7, 2018 9:00am

• **Call to Order:**

President Linda Batson called meeting to order at 9:00 a.m., a quorum was established.

• **Roll Call:**

- a. **Board Members:** Linda Batson, Sandy Barbon, Mike Campbell, Phil LaPierre, Wally Tecklenburg, Gary Burns, Pam Treece, Jan Arbour
- b. **Staff:** Admin. Assist. Marcee Williams
- c. **Guests:** 20 homeowners in attendance, including Ron Weyant and John Manack who arrived at 10:35am.

Approval of Minutes: October 10, 2018 Minutes not approved and are tabled.

- **President Report:** L. Batson: L. Batson will be speaking to the attorney's in the afternoon about Rian's visit. An email blast notified the membership that Rian Jones, TPUOA legal counsel, will attend the General Meeting on Saturday November 10, 2018.
- **Vice President Report:** S. Barbon: No report.
- **Financial Report:** W. Tecklenburg: The October balance of the checking account was \$83,335. The money market was \$120,136, of which \$92,000 is in the reserve fund and \$28,136 is our contingency funds. We will be increasing the reserve account to \$92,644 to reflect the reserve funding plan for 2018 as recommended by the reserve study. The reserve is 87% funded. October income was \$6,585. And expenses were \$17,246. All in line with the budget. No increase for the 2019 assessments. The Annual Budget Report & Policy Statement has been completed and the Summary will be mailed to all homeowners. The full report will be available in the TPUOA office.
- **Secretary Report:** J. Arbour: Thank all of you for attending. Assessment billing will be mailed this month along with other information. Be sure to complete and return your yellow Homeowner Information Form. Andrea Ochoa is assisting the architecture committee meetings and she is also interested in assisting with Happenings.
- **Old Business:**
 - **Ron Weyant, Regional Manager, Sierra Management & John Manack, Manager, Tri Palm Country Club:** J. Arbour asks if the change in management at Sierra will affect us? R. Weyant responded that initially it will not affect us but eventually there will be more structure and involvement from management. M. Campbell asks how do we verify the committed 2% of the annual budget is applied towards capital improvements? R. Weyant indicated management is developing structural guidelines on this issue. P. La Pierre stated a list of projects will be submitted for consideration. G. Burns asked about the attention to the family section. J. Manack stated they are going to take more action on that area. J. Manack will write an article for Happenings explaining the projects completed to date with the 2% funding. J. Manack informed everyone that management will be taking stern measures on late monthly payments and the disruptive conduct in the bar and restaurant by some homeowners. It was requested the CPI increase be clearly stated in the letters sent to homeowners in December each year notifying them about their monthly dues. They will investigate the use of electronic fund transfer to process monthly payments from homeowners. A new phone system has been approved for the country club and this should solve the problems of TPUOA constantly getting calls and questions that must be answered by Tri Palm management.
- **New Business:**
 - **Election Schedule:** The current rotation of directors leaving the board each year is out of sync. The bylaws state that three (3) board members exit the board each year. The rotation of exiting board members was affected by 3 things: a resignation in 2016 that was not filled, a 2017 resignation that was not correctly designated and the 2018 reduction of board members from eleven (11) to nine (9). Due to these issues we had more than three board vacancies at the end of each year and we fell out of sync.
Resolution: Therefore, be it resolved that the 2018 two-year term be reduced to a one-year term to be effective for appointment on January 1, 2019 and the 2019 election ballot list three full-term positions and a one-year position to bring the election schedule into compliance by having three Director positions vacated each year. J. Arbour motioned, M. Campbell seconded.

IX. Committee Reports:

- **Communications:** P. Treece: Discussed concerns from the community about the security of our website and the greater community having access to all our information. Suggestions included: give passwords to all members to access the site; hire an administrator to manage the site; have password protection on certain parts of sensitive information. Our website was designed to be an "open" site. Only administration has access to make any changes. Solution: create an IT Committee to investigate this further with regards to costs, administration, software, etc. Committee members - P. Treece, W. Tecklenburg, J. Arbour, and Mike Morrissey.
- **Architectural:** G. Burns: Almost 14 applications this month. Some needed county approval. Discussion of volunteer assistance for those who need help. We still need architecture volunteers to assist on our committee.
- **Community Relations:** S. Barbon: The Welcome Committee meets on Nov. 27 at 3:00p.m. We may need some assistance to manage the annual yard sale in February. In speaking with county Supervisor Manuel Perez's office and Burrtec, we do not have the type of contract for a big item pickup in Tri Palm Estates. We will contact Supervisor Perez' office again to obtain the contract we require. We need volunteers to assist in getting the Emergency Preparedness Storage container fixed and ready for full use.
- **CC&R and Senior Housing:** M. Campbell: The property on Westchester & Boca Raton has been sold and is being handled by the new owner in the court system. Discussion of problem properties and how to let the membership know the committee is aware and in process of solving the issues. Delinquent accounts are being pursued in the court system.
- **Rules & Regulations:** P. LaPierre: The new Property Owners Handbook was approved by TPUOA and Sierra management The next R&R meeting is on November 19, 2018. The pool will close for 3-4 days for resurfacing the deck. There are many homeowners delinquent with their monthly maintenance fees totaling \$500,000 to \$600,000. Not making timely monthly payments puts a reduction in Sierra managements cash flow and this lack of cash flow also postpones renovations and new project improvements. There are many projects that need attention particularly the restroom odors and the family section. TPE management will provide a fenced in area to secure golf carts if they receive a commitment for purchase of the fobs. The women's golf club has committed and the men's golf club will be approached for support.
- **Information Technology:** J. Arbour: Report given by M. Morrissey. The new Dell server has all the software installed and has been tested. The remote desktop is working well. All printers are the same make and model so they consume the same ink. The computer schematic is being created. The manual for Carbonite is completed. There is a need to upgrade QuickBooks to a newer version.
- **Action Log:** G. Burns: Gary asks everyone to notify him of any updates.
- **Member Comments or Questions:**
 - Comments about the Emergency Preparedness container. The committee is working on a schedule to get it painted and the interior completed. Homeowner asks about Resolution 5.6, Terms of Office. Are the Bylaws changing? The terms are 3 years. Your resolution is in conflict with the Bylaws. The resolution was read. The Bylaws are not being changed. Liability insurance is different for corporations then is it for Common Interest Development. TPUOA will check into that. What is our position with the refunds coming from the attorney's for overpayment on our legal fees? The TPUOA Certified Public Accountant will check into that.

Meeting adjourned at 11:40am

/Signature on File/HOA Office
Janice Arbour, Secretary

December 5, 2018
Date